

## Message Text

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ORIGIN ARA-10

INFO OCT-01 ISO-00 SIG-02 MMO-04 /017 R

DRAFTED BY ARA/MGT/PATERRY:MJT

APPROVED BY ARA/MGT/GJKRIEGER

ARA/MGT/FM - J CAO GARCIA

-----161720Z 060790 /56

R 161458Z MAR 77

FM SECSTATE WASHDC

TO AMEMBASSY ASUNCION

AMEMBASSY BOGOTA

AMEMBASSY BRASILIA

AMEMBASSY BUENOS AIRES

AMEMBASSY CARACAS

AMEMBASSY LA PAZ

AMEMBASSY LIMA

AMEMBASSY MONTEVIDEO

AMEMBASSY QUITO

AMEMBASSY SANTIAGO

UNCLAS STATE 058232

E.O. 11652: N/A

TAGS: AFSP, OCON

SUBJECT: ADMINISTRATIVE OFFICER CONFERENCE AND BUDGET  
WORKSHOP -

REF: BRASILIA 1869 (NOTAL)

1. THE BUREAU WILL HOLD AN ADMINISTRATIVE OFFICER  
CONFERENCE AND CONCURRENT BUDGET WORKSHOP IN BRASILIA FROM  
APRIL 18 THROUGH 22. EMBASSY BRASILIA IS MAKING ARRANGE-  
MENTS FOR THE VENUE OF THE MEETINGS AND HOTEL ACCOMMODA-  
TIONS.

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2. THE AGENDA OF THE ADMINISTRATIVE OFFICERS CONFERENCE  
TO BE CHAIRED BY ARA EXECUTIVE DIRECTOR ROBERT GERSHENSON,  
WILL INCLUDE TWO DAYS OF GENERAL ADMINISTRATIVE TOPICS,  
ONE DAY OF BUDGET RELATED MATTERS AND A TWO DAY, TWO  
EVENING EXECUTIVE MANAGEMENT SEMINAR SIMILAR TO THE  
DCM/SECTION CHIEF SEMINAR OFFERED BY FSI. THE FORMAT OF

THE BUDGET WORKSHOP IS BASICALLY THE SAME AS LAST YEAR.

3. YOU ARE EACH INVITED TO SEND YOUR ADMINISTRATIVE OFFICER, BUDGET AND FISCAL OFFICER AND ONE SENIOR LOCAL

EMPLOYEE FROM THE B AND F OFFICE. BRASILIA IS MAKING SINGLE RESERVATIONS FOR ALL PARTICIPANTS UNLESS OTHERWISE ADVISED. PLEASE CABLE BRASILIA THE NAMES OF PARTICIPANTS WITH DATES OF ARRIVAL AND FLIGHT NUMBERS, INFO DEPARTMENT, ASAP. ALSO ADVISE DEPARTURE DATES.

4. POSTS SHOULD WRITE OWN TRAVEL ORDERS. IF UNABLE TO ABSORB COSTS WITHIN CURRENT FUNDING LEVEL, INCLUDE IN NEXT QUOTE REQUEST FOR ALLOTMENT ADJUSTMENT UNQUOTE.

5. BUREAU WOULD WELCOME IDEAS FOR AGENDA ITEMS. PLEASE INCLUDE IN SAME CABLE NAMING PARTICIPANTS.

6. FOR BRASILIA: EMBASSY MAY WISH CONSIDER INVITING ADMINISTRATIVE OFFICERS FROM SAO PAULO AND RIO. ADVISE.

7. FOR QUITO: EMBASSY MAY WISH CONSIDER INVITING ADMINISTRATIVE OFFICER FROM GUAYAQUIL. ADVISE.  
VANCE

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NNN

## Message Attributes

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**Current Classification:** UNCLASSIFIED  
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**Review Markings:**  
Margaret P. Grafeld  
Declassified/Released  
US Department of State  
EO Systematic Review  
22 May 2009  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009